

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Honoring California's Veterans*



**Classification:** Associate Administrative Analyst – Accounting Systems  
(Salary: \$4619 -\$5616)  
**Will also consider:** Associate Accounting Analyst (Salary: \$4619 = \$5616)

**Location:** Department of Veterans Affairs  
Cost Accounting and Support Section  
1227 O Street  
Sacramento, CA 95814

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov). You may also view other examinations offered by the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov).

*The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".*

**Duties and Responsibilities:** Under the direction of the Accounting Administrator II, the Associate Administrative Analyst will work with staff in the newly created cost accounting and support section to develop a comprehensive cost accounting process. Medicare/Medi-Cal Cost Report experience highly desirable.

Works in a team environment to evaluate and implement data for the purpose of developing a cost accounting process. Gathers and analyzes cost data from expenditures of the veterans homes and applies cost accounting concepts to classify cost data into different levels of care. Extracts cost data from the Meditech system, CALSTARS, and other relevant Databases for inclusion in the cost report. Prepare cost reports for compliance with Medicare, Medi-Cal, and OSHPD requirements.

Understand various types of costs and cost behavior, as well as apply cost accumulation concepts in analyzing cost data. Use logical and acceptable allocation bases to allocate costs among various levels of care as applicable in a health care environment. Prepare the monthly General Ledger close in Meditech module and all related Meditech modules including Fixed Assets, Materials Management, Billing and Accounts Receivable and Accounts Payable. Frequently utilizes the Microsoft Excel program for various cost analysis.

Writes clear narratives as cover notes for cost or expenditure reports being distributed to management and other essential user of the reports. Will often contact management of various veterans homes for information, by email or telephone. Will document accurately and clearly information gathered for cost reports. Organize documents supporting cost reports so that data can be traced from the reports to the supporting documents.

Understands and applies Federal and State Laws, Rules and Regulations related to fiscal processes to support the Veterans Homes of California, Accounting Operations. Provide support services to Program and Accounting Managers by producing various costing reports as requested by management. Provide support to the upload process from Meditech to CALSTARS.

Act as Accounting representative on study teams to plan, develop, and implement new programs, policy, and/or legislation. Establishes accounting procedures for new functions and processes required by new programs, legislation, and/or accounting requirements. Strive to improve efficiency and resolve accounting problems.

**How to Apply:**

Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Division  
1227 "O" Street, Room 404  
Sacramento, CA 95814

**Inquiries:**

Voice: (916) 653-2535

TDD: (916) 653-1966

**Attn: Vicki Jacquie Ruiz Ref: M80#054G 08/09**

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 # 054G 08/09. Failure to do so could result in being rejected from the interview process.

**Final Filing Date: Until Filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO576-050-5304-002 RELEASED: 10.14.08